

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0146

**ISSUE DATE:** October 21, 2013

**TITLE:** SENIOR CLERK

**CLOSING DATE:** November 4, 2013

**DIVISION/UNIT:** Housing & Community Resources/  
Office of Low-Income Energy Conservation

**LOCATION:** 101 South Broad Street  
Trenton, New Jersey

**SALARY RANGE:** A08 / \$28,689.50 - \$39,871.73

**POSITION(S):** 1

**DISTRIBUTION:** STATEWIDE

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**DESCRIPTION OF MAJOR DUTIES:** Under direction of a supervisory official, does clerical work involving the exercise of independent judgment and containing a relatively large proportion of difficult tasks, and/or instructs individuals in the work of a clerical unit; does other related duties as required.

**EXPERIENCE:** One (1) year of experience in general clerical work.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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- ☐ A promotable eligible exist within the unit scope.
  - ☒ A promotional or open competitive list exists.
  - ☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0146  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**Interviews will be granted on the basis of the resume. Applicants with classification experience preferred.**

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**